FORM 1

(*See* sections 13 and 14)

PROGRAMME OF SCARCITY AND FAMINE RELIEF WORKS

District . Population Numbers to be provided for on Relief Works Year 19 .

Serial number.	Serial No. in the last programme.	Taluka.	Name of work.	Class (Imperial, Provincial or Local).	Classification.	Scarcity Works' Programme.		Famine Relief Works' Programme.			Remarks.
						Estimated cost at ordinary rates.	Number of Units who can be employed.	Estimated cost at ordinary rates.		Number of units who can be employed.	
								Of the whole.	Of portion available for Relief.		
1	2	3	4	5	6	7	8	9	10	11	12

NOTES.—(1) This programme is to be prepared annually for scarcity works by the Executive Engineer and the Presidents of District Local Boards and of Municipalities in consultat on with the Collector and approved by him not later than the 15th January on which date the Collector is to submit a report to the Commissioner stating that the programme has been prepared and approved by him. For famine relief works the programme is to be prepared quinquennially, to be revised and brought up to date by the Executive Engineer in consultation with the Collector and submitted by the Collector to the Superintending Engineer six months prior to the expiry of each quinquennium, then by the Superintending Engineer to the Commissioner, and by the Commissioner to Government. Final orders of Government must issue before the actual expiry of the quinquennium.

(2) In column 3 the talukas should be entered in their recognized order.

(3) A *unit* is one person relieved for one day.

(4) In column 6 enter—(i) for works for which plans and estimates have been sanctioned and which are in progress ; (ii) for works for which plans and estimates have been sanctioned but which are not yet commenced ; (iii) for works for which plans and estimates have been prepared ; (iv) for works for which plans and estimates have not been prepared ; and also enter—

(*a*) when the work is ready to be opened at once and a good and useful work.

(*b*) do. do. do. but not desirable or useful except as a means of providing famine labour.

(*c*) do. not ready to be opened at once but a good useful work.

(*d*) do. do. do. nor desirable or useful except as a means of providing famine labour.

(5) The fact of any work having been begun in, and suspended after, a prior famine should be noted in the remarks column.

(6) A note as to the progress made with any work should be made in the remarks column.

(7) The general character and utility of each work should be clearly and concisely described in the remarks column.

FORM 2

(*See* sections 21 and 22)

AREA AND POPULATION AFFECTED AND ESTIMATE OF THE NUMBER OF PERSONS FOR WHOM RELIEF IS LIKELY TO BE REQUIRED IN THE DISTRICT

Total area.	Total population.	Area affected.	Population of area affected.	Maximum number of persons for whom relief on works is likely to be required.		Number of units provided for in the Programmes.		Maximum number of persons for whom gratuitous relief is likely to be required.		Estimated expenditure of all kinds.		Remarks.
				On any one day.	In the aggregate, *i. e.*, total number of units.	Scarcity works.	Famine relief works.	On any one day.	In the aggregate, *i.e.*, total number of units.	On or in connection with works (excluding dependents).	On or in connection with gratuitous relief (including dependents on works).	
1	2	3	4	5	6	7	8	9	10	11	12	13
										Rs.	Rs.	

NOTE.—This statement is to be submitted by the Collector to the Commissioner and by the Commissioner to Government when reporting that famine is imminent.

FORM 3

[*See* section 227 (*a*)]

SPECIMEN OF WEEKLY SCARCITY OR FAMINE TELEGRAM

October 22. Distress severe. Will probably increase when cotton picking ceases. Smaller cultivators getting to end of their resources and coming on relief. No wandering or emaciation, except among Rajputana immigrants. People on relief generally in good condition and relief measures adequate. No disinclination to resort to relief works apparent. Public health good, except for cholera epidemic, for which necessary remedial measures have been taken. Private charity active in towns, and cheap grain shops established. Liberal suspensions of land revenue granted and loans being freely advanced for purchase of fodder and deepening of wells. Trade active, traffic requirements being fully met. Prices of food-grains high but stationary. Prices : jowari 12 to 15, bajri 8 to 10 seers per rupee.

Numbers on relief: works 156, gratuitous 26, total 182. Large rise owing to completion cotton harvest.

NOTES.—(1) The telegram should be for the week ending, Saturday evening and should reach Government not later than the following Wednesday morning.

(2) The date at the beginning of the telegram should be the last day of the week to which the telegram relates.

(3) The price of grain should be the average of the prices at the several taluka head-quarters.

(4) The numbers relieved should be the *daily average for the seven days of the week.*

(5) The numbers relieved " in villages " should include those in village kitchens and on cash or grain dole and also village servants relieved under section 160.

(6) Any rainfall exceeding 50 cents in 24 hours should be separately reported by telegram on the day succeeding the rainfall.

FORM 4

(*See* sections 72 and 227)

WEEKLY PROGRESS RETURN OF SCARCITY AND FAMINE RELIEF WORKS

For week ending Saturday evening, 192

Name of { work— / taluka— / district—

Number of works { Scarcity— / Famine Relief—

	Numbers mustered during week.												Expenditure during week.							
	Famine Relief Works.								Scarcity Works.				Scarcity Works.				Famine Relief Works.			
	Workers.				Dependents.															
	Men.	Women.	Children.	Total.	Men.	Women.	Children.	Total.	Men.	Women.	Children.	Total.	Wages and allowances.	Establishments.	Other charges.	Total.	Wages.	Establishments.	Other charges.	Total.
													Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Total numbers mustered during week.																				
Average daily number.																				
Number on last day of week.																				

NOTES.—(1) This form will be prepared by the officer or manager in charge of each scarcity or famine relief work, whether conducted by a D. L. B., Municipality, the P. W. D., or R. D., directed to the Collector so as to reach him by Tuesday forenoon.

(2) The Collector will submit a consolidated statement for the district to Government, so as to reach Government not later than Thursday morning. The returns received from the works will also furnish the Collector with figures for the weekly season telegram (Form 3).

(3) The total number mustered during the week should be the totals for the seven days including the rest-day on Famine Relief Works.

(4) The daily average will be obtained by dividing the total numbers mustered by the number of days (including the rest-day) during which the work was open during the week.

FORM 5

[*See* sections 160 (*e*) and 227 (*c*)]

WEEKLY PROGRESS RETURN OF GRATUITOUS RELIEF

District— Week ending Saturday evening, 192

Taluka.	Grain and cash dole in villages.							Village Kitchens.							Poor-houses and Orphanages.							Expenditure of week on			
	Number of villages.	Total numbers.				Average daily number.	Number on last day of week.	Number of villages.	Total numbers.				Average daily number.	Number on last day of week.	Number of poor houses and orphanages.	Total numbers.				Average daily number.	Number on last day of week.	Grain and cash dole.	Village Kitchens.	Poor-houses and orphanages.	Total.
		Men.	Women.	Children.	Total.				Men.	Women.	Children.	Total.				Men.	Women.	Children.	Total.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
																						Rs.	Rs.	Rs.	Rs.
Total ..																									

NOTES.—(1) This statement will be prepared for each taluka by the Taluka Mamlatdar. The Mamlatdar should arrange to get the necessary figures from village officers and superintendents of kitchens and poor-houses, on Sunday morning and forward a consolidated return for the taluka to the Collector, so as to reach him not later than Monday. The Collector will send a talukawar statement for the district to Government so as to reach them not later than Thursday morning. The statement received from the Mamlatdar will also furnish the Collector with figures for his weekly season telegram (Form 3).

(2) The Mamlatdar should also forward copies of his statement to the Sub-Divisional Officers.

(3) The figures in columns 3 to 6, 10 to 13 and 17 to 20 should be the totals of the seven days of the week.

(4) If both kitchen relief and grain or cash dole are given in any one village, such village shall be included in the total of either columns 2 or 9, but not in both.

FORM 6

[*See* section 227 (*d*)]

MONTHLY REPORT ON THE GENERAL PROGRESS OF RELIEF OPERATIONS IN FAMINE DISTRICTS

The Collector of each district should submit to Government, through the Commissioner, early in each month, a general report on relief operations during the previous month. When relief is being given on a large scale, fortnightly reports will generally be necessary. The points to be referred to should ordinarily include the following :—

(*a*) the condition of the people in the different parts of the district, whether on the works or in villages ;

(*b*) the increase or decrease of the rate of mortality compared with the normal rate ;

(*c*) scarcity works, their nature and management ;

(*d*) the character of famine relief works open, and the numbers on them ; the degree of efficiency with which tasks are exacted ; the percentage of the full wage earned by the workers ; the tasking of weakly gangs ; defects (if any) in management ;

(*e*) arrangements for village gratuitous relief ; method of relief, whether in kitchens or by cash or grain dole ; numbers on lists and explanation of any large increase or decrease ; any special relief given to weavers or other artisans ;

(*f*) increase or decrease of crime ;

(*g*) immigration from Native States or other districts ;

(*h*) numbers in, and management of, poor-houses ;

(*i*) private charity and charitable funds ;

(*j*) condition of cattle ; efficacy of measures taken for supply of fodder ;

(*k*) general remarks on the working and sufficiency of relief organization ;

(*l*) land revenue collections ;

(*m*) food-stocks ;

(*n*) importation of grain ;

(*o*) general condition and prospects of affected area ;

(*p*) any other matters of importance.

FORM 7

[*See* section 227 (*e*) and Appendix II]

FAMINE—SCARCITY STATEMENT FOR THE MONTH OF 192

No.	Name of District or State.	Area under Famine Relief.							Tracts under scarcity and observation.	
		Area affected in square miles.	Estimated population of area in column 3.	Number of persons employed on relief works.	Number of persons on gratuitous and special relief.			Grand total on relief.	Number of persons on works.	Number of persons in receipt of gratuitous relief.
					Dependents of relief workers relieved on works.	Relieved in villages, kitchens, poor-houses, &c.	Total.			
1	2	3	4	5	6	7	8	9	10	11
	British Provinces ...									
	Total, British Provinces ..									
	Indian States ..									
	Total, Indian States .									
	Grand Total ..									

NOTES.—(1) This statement should be submitted by the Local Government to the Government of India so as to reach them not later than the 10th of the following month.

(2) For districts in which no regular relief is being given columns 3 to 9 should be left blank.

(3) Special relief to artisans and weavers should be included in column 7.

(4) The figures in the statement should show the numbers on the last day of the month under report.

(5) Where figures are wanting or are incomplete, the fact should be stated in a foot-note.

(6) No District or State should be removed from column 2 till all forms of Government relief have been finally closed in it.

(7) Works in column 10 include scarcity, aided or other works.

FORM 8

(*See* sections 72 and 89)

Daily Post Card on Relief Works

Work— Date—

No. of workers Dependents—

Expenditure of day, Rs.

Date up to which wages have been paid—

Epidemics—

No. of deaths on work—

Signature of Manager. / Charge Officer.

Note.—This form should be printed on blank post cards.

FORM 9

(*See* section 89)

General Weekly Report on Relief Works

District— Charge No.

Charge Officer—

Week ending Saturday, the 192 .

Subjects for Report

(*a*) The physical condition of the people on the work, and of those seeking relief, the condition of the new-comers and children being specially noted.

(*b*) The condition of the weakly gangs tasked under section 98 of the Code, and the percentage they bear to the total number of workers.

(*c*) The percentage of the full wage earned.

(*d*) The sufficiency, or otherwise, of the stock of tools, and of the shelter provided.

(*e*) The sufficiency, or otherwise, of the staff.

(*f*) The sufficiency, or otherwise, of the supply of small coin.

(*g*) The condition of the food-supplies and market arrangements, the prices actually current on or in the neighbourhood of the works, and the prices used as the basis for converting the wages into cash.

(*h*) The condition of the water-supply.

(*i*) Any other information which it is expedient to communicate to his superiors.

Signature of Charge Officer.

Date of Despatch—

Notes.—(1) One copy should be submitted to the Executive Engineer and one direct to the Collector. Both should be despatched not later than Sunday.

(2) For use this form should be printed with the "subjects for report" in narrow margin and sufficient blank space opposite each for the report.

FORM 10

(*See* section 67)

WEEKLY MUSTER-ROLL FOR ALL SCARCITY WORKS

Grain rate lbs. per rupee Nature of work on which labour employed—

Amount of Bill No. for week ending Rs.

Normal daily wage { Men— / Women— / Children— }

Proportion of wages—Man : Woman : Child
: :

NOTES.—(*i*) Attendance to be noted as follows: absent { Half day. / Full day. }

(*ii*) Balance, if any, due to working to nearest pice for daily wage should be given to Ganger.

(*iii*) Excess, if any, due to working to nearest pice for daily wage should be paid, debited to the work, and entered in the bill.

Serial No.	Name and father's name.	Village.	Record of attendance.							Total days of each person.	Total days of each class.	Rate per day.			Amount due.			Initials of officer making payment and date of payment.
			Date.	Date.	Date.	Date.	Date.	Date.	Date.									
1	2	3	4	5	6	7	8	9	0	11	12	13			14			15
												Rs	a.	p.	Rs.	a.	p.	

WEEKLY MUSTER-ROLL FOR ALL SCARCITY WORKS (*Explanatory*)

With Distribution of Earnings

Grain rate 9 lbs. per rupee Nature of work on which labour is employed—Earthwork

Amount of bill for gang for the week ending 7th February 1922—Rs. 16-14-0

Normal daily wage { Men, annas 6 / Women, annas 5 / Children, annas 3 }

Proportion of wages—Man : Woman : Child
4 : 3 : 2

NOTES.—(*i*) Balance, if any, due to working to nearest pice for daily wage should be paid to Ganger.

(*ii*) In the event of working to the nearest pice for daily wage causing a slight excess on the total, the excess should be paid and debited to the work, the excess being entered in the bill.

Serial No.	Name and father's name.	Village.	Record of attendance.							Total.	Total days of work.	Rate per day.			Amount due.			Initials of officer making payment and date of payment.
			1-2-22.	2-2-22.	3-2-22.	4-2-22.	5-2-22.	6-2-22.	7-2-22									
												Rs.	a.	p.	Rs.	a.	p.	
1	Man (Ganger) ..	Shendi	x	x	x	x	x	x	a	6		0	6	9	2	8	6	
2	,, ...	,,	x	x	x	x	x	a	a	5		0	6	9	2	1	9	
3	,, ...	,,	x	x	x	x	x	a	a	5		0	6	9	2	1	9	
											16							
4	Woman ...	,,	x	x	x	x	x	x	a	6		0	5	0	1	14	0	
5	,, ...	,,	x	x	x	x	..	x	a	5½		0	5	0	1	11	6	
6	,, ...	,,	x	x	x	x	...	a	a	4½		0	5	0	1	6	6	
7	,, ..	,,	x	a	x	x	a	x	a	4		0	5	0	1	4	0	
											20							
8	Child ...	,,	x	x	x	x	x	x	a	6		0	3	3	1	3	6	
9	,, ...	,,	x	x	x	x	x	x	a	6		0	3	3	1	3	6	
10	,, ..	,,	x	x	x	x	x	x	a	6	18	0	3	3	1	3	6	
											54				16	10	6	
																3	6	Balance due to distribution to nearest pice to be paid to Ganger.
															16	14	0	

Distribution of Bill (Explanatory)

	Rs.	a.	p.
2,700 cwt. of soil at annas 10 per 100 cwt. ...	16	14	0

As per muster men 16 days, women 20 days, working children 18 days.

Proportion of wages men, women, working children 4, 3, 2.

Hence amount due to men $\frac{16\times4}{16\times4+20\times3+18\times2}=\frac{64}{160}$ of Rs. 16-14-0 ... 6 12 0

Hence amount due to women $\frac{20\times3}{16\times4+20\times3+18\times2}=\frac{60}{160}$ of Rs. 16-14-0 ... 6 5 3

Hence amount due to children $\frac{18\times2}{16\times4+20\times3+18\times2}=\frac{36}{160}$ of Rs. 16-14-0 .. 3 12 9

16 14 0

Daily wage per man Rs. $\frac{6\text{-}12\text{-}0}{16}$... annas 6 pies 9

Daily wage per woman Rs. $\frac{6\text{-}5\text{-}3}{20}$... annas 5 pies 0

Daily wage per child Rs. $\frac{3\text{-}12\text{-}9}{18}$... annas 3 pies 3

FORM 11

(*See* sections 122 and 139)

NOMINAL MUSTER-ROLL ON FAMINE RELIEF WORKS

* Gang No.	of Charge No.	Price-basis, lbs. per rupee.	Date from which it took effect

Week ending 192 . District—

Name of ganger—

Nature of work—

Name of work agent—

Name of mustering karkun—

Progress of work and payments

Date.	Quantity of work. Full task.	Quantity of work. Work done.	Full wages for full task.	Number of tenths of full task to be paid for.	Actual payments. Rs.	a.	p.	Initial or Signature of Mustering karkun.	Initial or Signature of Work agent.	Remarks.
1										(Here enter description of short work, if any, and state what class of workers is responsible for it.)
2										
3										
&c.										

* In the case of a weakly gang the word "weakly" should be entered before the gang number.

Muster-roll

Class.	Serial number of worker in Class.	Name of worker.	Village.	Days of week.					
Men A. ...	1								
	2								
	3								
	4								
	5								
	&c.								
Men B. ...	1								
	2								
	3								
	4								
	5								
	&c.								
Men C. ...	1								
	2								
	3								
	4								
	5								
	&c.								
Women B. ...	1								
	2								
	3								
	4								
	5								
	&c.								
Women C. ..	1								
	2								
	3								
	4								
	5								
	&c.								
Children D....	1								
	2								
	3								
	4								
	5								
	&c.								
Children I....	1								
	2								
	3								
	4								
	5								
	&c.								
Total ...									

Abstract of Payments

Dates.	Men. A. No.	Men. A. Cost.	Men. B. No.	Men. B. Cost.	Men. C. No.	Men. C. Cost.	Women. B. No.	Women. B. Cost.	Women. C. No.	Women. C. Cost.	Children. D. No.	Children. D. Cost.	Dependents Gratuitously Relieved in cash. E. Male. No.	E. Male. Cost.	E. Female. No.	E. Female. Cost.	Children. F. No.	Children. F. Cost.	Children. G. No.	Children. G. Cost.	Children. H. No.	Children. H. Cost.	Children. I. No.	Children. I. Cost.	Total cost. Rs.	a.	p.
1																											
2																											
3																											
4																											
5																											
6																											
7																											
&c.																											
Total ...																											

NOTES.—(1) The first page gives the daily abstract of measurements and the last gives the daily abstract of the wages the intermediate pages are the muster-roll.

(2) For use the muster-roll should be printed on strong country paper and finished up with a strip of cotton sheeting along the binding. It should be printed *in extenso* in both English and Vernacular type. No printed entries are to be made in the first two columns of the muster-roll; those in the form are given merely as an example.

(3) Dependents, excepting children in arms of workers, will ordinarily be fed in kitchens and will, therefore, not appear in this muster-roll, except when no kitchen has been opened. In printing forms for use on works where kitchens have been opened, the columns for Classes E, F, G and H in the Abstract of Payments should be omitted.

(4) The muster-roll should be written up *by classes*, a fresh series of numbers being given to each class. One roll will last for a week.

(5) All entries should be made in ink. No one should be entered unless *seen* to be present. The columns should be totalled daily in ink directly the roll call is finished.

(6) The cost in the Abstract of Payments should be given in pice.

(7) Detailed instructions for keeping the muster-roll are given in paragraph 55 of Appendix V.

FORM 12

(*See* Appendix V, para. 56)

GANG BOOK

Name of ganger— Date—

Name of mustering karkun— Name of work agent—

Nature of soil— Lead—

Class.	Number.	Full task.	Total work.
A			
B			
C			
D			
Total ...			

Measurement of the full task × × =

Amount of work done × × =

(Initials of mustering karkun and work agent.)

FORM 13

(*See* section 139)

MUSTERING KARKUN'S DAILY ABSTRACT

Charge No. Daily Abstract of payment to be made to Party No. Gangs Nos. to

District— Name of work— Price-basis, lbs. per rupee.

Distinguishing No. of Gang.	Nature and quantity of work.				Full wages for full task.	Workers.														Total No. and Wages of Workers.		Gratuitously relieved by cash allowances.												Total No. and allowances of Dependents.		Grand Total of cash payments due.	Signature or mark of gangman.
	Earthwork.		Metal breaking.			Men A.		Men B.		Men C		Total. Men.		Women B.		Women C.		Total Women.		Children D. 10 to 14 years.				Men E.		Women E.		Children F. 10 to 14 years.		Children G. 7 to 10 years.		Children H. under 7 not in arms.		Children I. in arms.		Total Children.				
	Full task.	Work done.	Full task.	Work done.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Wages of workers.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Allowances of Dependents.		
Total ...																																								

Dated 192 .

Signature of Mustering Karkun.

NOTE.—If any of these gangs are temporarily unemployed on the march, or are employed on conservancy, water-supply or any other services in connection with the charge, and not on the execution of the work in hand, or are members of weakly gangs or are weakly persons individually tasked, the Mustering Karkun should give a separate total for (*a*) the temporary unemployed, (*b*) those employed on services connected with the charge, (*c*) the weakly gangs and individuals.

FORM 14

(*See* section 139)

CHARGE DAYBOOK

Charge No. Day of week and date 192 Price basis, lbs. per rupee

Name of Mustering Karkun.	Nature and quantity of work.				Full wages for full task.	Workers.														Total number and wages of workers.		Gratuitously relieved by cash allowances.														Total Number and allowances of Dependents.		Grand total of cash payments due.	Signature of Mustering Karkun.
	Earthwork.		Metal breaking.			Men A.		Men B.		Men C.		Total Men.		Women B.		Women C.		Total Women.		Children D. 10 to 14 years.			Men E.		Women E.		Children F. 10 to 14 years.		Children G. 7 to 10 years.		Children H. under 7 years, not in arms.		Children I. in arms.		Total Children.					
	Full task.	Work done.	Full task.	Work done.		Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Wages of workers.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Cost.	Number.	Allowances of Dependents.		

Dated 192 .

Signature of Charge Officer.

NOTE.—The figures for (*a*) those temporarily unemployed, (*b*) those employed on services in connection with the charge, (*c*) the weakly gangs, and individuals separately tasked should be shown on separate sheets.

B 721—15

FORM 15

[*See* sections 138 and 260 (*a*)]

FAMINE RELIEF WORK CASHBOOK FOR PUBLIC WORKS OFFICERS

District—

Name of Charge Officer—

Name and number of work—

Heads under which every item is to be classified

Major head—43-A—Famine Relief.

Minor head—Relief Works.

Detailed heads.

- A.—Communications—
  - 1. Earthwork on roads—
    - Works.
      - (*a*) Wages of workers ...
      - (*b*) Work establishment ...
      - (*c*) Shelter ...
      - (*d*) Miscellaneous expenditure ...
    - (*e*) Gratuitous relief (including rest allowance, &c.) ...
  - 2. Stone metal collection—
    - (*a*) to (*e*) as above ...
  - 3. Kankar collection—
    - (*a*) to (*e*) as above ...
- B.—Irrigation Works—
  - 1. Earthwork in canals—
    - (*a*) to (*e*) as above ...
  - 2. Irrigation tanks—
    - (*a*) to (*e*) as above ...
  - 3. Irrigation embankments—
    - (*a*) to (*e*) as above ...
- C.—Other works ...

Receipts

Date.	Serial number or number of vouchers.	From whom received.	Receipts.	Daily total.	Head of account credited. Major head.	Head of account credited. Detailed head.
			Rs. a. p.	Rs. a. p.		

Charges

Date	Serial number or number of vouchers.	To whom paid and on what account.	Payments	Daily total.	Head of account debited. Major head.	Head of account debited. Detailed head.
			Rs. a. p.	Rs. a. p.		

FORM 16

(*See* sections 63, 151, 155, 158 and 250)

FAMINE CASHBOOK FOR CIVIL OFFICERS

District— Name of Officer— Holding charge as—

Heads under which every item is to be classified

-Salaries and establishment—

Pay of Officers ...
(1) Relief Mamlatdars ...
(2) Pay and allowance to Special Relief Officers—Voted ...
(3) Do. do. Non-voted ..
Total ...

Pay of Establishment
(1) Storekeepers, clerks and other superior establishments ...
(2) Inferior establishment ...
Total ...

Allowances ...
(1) Cost of passages granted under the Superior Civil Service Rules, 1924 ...
(2) Travelling allowance—Voted ...
(3) Do. Non-voted ...
(4) House rent and other allowances—Voted ...
(5) Do. do. Non-voted ...
Total ...

Contingencies ...
(1) Supplies and services ...
(2) Contingencies ...
Total ...
Total, minor head ...

II. Relief Works conducted by the Revenue Department—

(*a*) Communications.
(1) Wages of labour ...
(2) Other expenditure ...

(*b*) Irrigation Works.
(1) Wages of labour ...
(2) Other expenditure ...

(*c*) Other works ...
(1) Wages of labour ...
(2) Other expenditure ...
Total, minor head ...

III.—Relief to people employed otherwise than on Relief Works ..

IV.—Gratuitous relief—

(*a*) Given in Government institutions—
1. Poor-houses—
Diet ...
Other expenditure ...
2. Kitchens—
Diet ..
Other expenditure ...
(*b*) Given at the houses of the people ...
(*c*) Given in other ways
Total, minor head ..

V.—Miscellaneous—

1. Grants to Local Boards and Municipalities for Relief Works.
2. Advances to Local Boards and Municipalities for Relief Works ...
3. Measures for the protection of cattle—
(*a*) Grass operations ...
(*b*) Cattle-camps ...
(*c*) Cactus operations ...
4. Advances for aided private works ...
5. Advances to artisans ...
6. Water-supply ...
7. Other expenditure ...
Total, minor head ...

Receipts

Date.	Serial number or number of vouchers.	From whom received.	Receipts.			Daily total.			Head of account credited.	
									Major head.	Detailed head.
			Rs.	a.	p.	Rs.	a.	p.		

Charges

Date.	Serial number or number of vouchers.	To whom paid and on what account.	Payments.			Daily total.			Head of account debited.	
									Major head.	Detailed head.
			Rs.	a.	p.	Rs.	a.	p.		

FORM 17

(*See* section 138)

STATEMENT OF CASH BALANCE

District— Name of work— Charge No.

Statement of actual cash balance in the hands of

Charge Officer on and of imprests with subordinates

Description.	No.	Amount.			Remarks.
		Rs.	a.	p.	
Cheques issued in favour of self but not yet cashed ...					
Currency notes ...					
Rupees ...					
Half rupees ...					
Quarter rupees ...					
Two-anna pieces ...					
Half-anna ,, ...					
Quarter anna ,, ...					
Pies ...					
Receipt stamps ...					
Total cash in chest ...					
Add amount of imprest with ... Rs. a. p.					
Total balance as per cashbook ...					

Signature of Charge Officer.

NOTES.—(1) This statement is to be forwarded by the Charge Officer of every public work to the Executive Engineer on the last day of every month.

(2) When the cash balance is abnormally large, the reason should be given in the remarks column.

FORM 18

(*See* section 143)

ATTENDANCE ROLL OF ESTABLISHMENT

No.	Name of Official.	Appointment.	Attendance.																													
			1st.	2nd.	3rd.	4th.	5th.	6th.	7th.	8th	9th.	10th.	11th.	12th.	13th.	14th.	15th.	16th.	17th.	18th.	19th.	20th.	21st.	22nd.	23rd.	24th.	25th.	26th.	27th.	28th.	29th.	30th.	31st.

FORM 19

(*See* section 143)

ACQUITTANCE ROLL

Month of 192

Name.	Post and salary.	Period for which payment is due.	Amount of salary or travelling allowance.	Amount of income-tax.	Net claim	Note of deductions of subscriptions to service funds, &c		Net amount paid.	Signature and stamp for each payment exceeding Rs. 20.
						Particulars.	Amount.		
1	2	3	4	5	6	7	8	9	10
		Total ..							

NOTES.—(1) Columns 1 to 4 of the roll shall be filled in by the Charge Officer, who shall then send it to the Executive Engineer's office where columns 5 to 8 shall be completed. On return of the roll, the Charge Officer shall, after payment, enter the figures of column 4 on the expenditure side and those of columns 5 and 8, separately, on the receipt side of his cashbook.

(2) In column 4 salaries and travelling allowances shall not be mixed up; a separate acquittance roll should ordinarily be prepared for each, when paid separately.

(3) In column 10 against each signature the date of payment should be entered, when the payment is made and acknowledged.

I certify that the above amount of (*in words*) has been paid by me.

Signature of disburser.

FORM 20

[*See* sections 260 (*b*) and 294]

WEEKLY VOUCHER FOR WAGES AND CASH ALLOWANCES ON RELIEF WORKS

District— Name of Work— Charge No. Charge Officer—

Week ending Saturday the 192 Price-basis, lbs. per rupee

Day of Week.	Date of month.	Workers.																Total No. of Workers and cost.		Gratuitously relieved by cash allowances.														Total number and cost of Dependents.		Total wages and cash allowance for the day.
		Men A.		Men B.		Men C.		Total Men		Women B.		Women C.		Total Women.		Children D, 10 to 14 years.				Men E.		Women E.		Children F, 10 to 14 years.		Children G, 7 to 10 years.		Children H, under 7 years.		Children I, in arms.		Total Children.				
		No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	No.	Cost.	
			Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.		Rs. a. p.

I certify that the number of each class of persons entered herein, and their wages entered herein, agree on each day with the totals of the corresponding entries in my Charge Daybook.

Signature of Charge Officer.

FORM 21

[*See* sections 132 (*b*), 155 (*b-i*) and 171]

ADMISSION AND ATTENDANCE REGISTER FOR KITCHENS

Month of 19 Poor-house / Kitchen at village, / relief work, taluka

Class of recipients.	Serial Number in Class.	Date of admission.	Name of person admitted, with father's or husband's name.	Caste and sex.	Age.	Days and meals of attendance.																															
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7																															

NOTES.—(1) Every month a fresh page should be opened, the serial numbers being retained. Each class should have a separate series of numbers ; and blank spaces should be left for fresh admissions, and for the totals of the class.

(2) Attendance may conveniently be recorded by signs ; where two meals are given daily, the following signs may be used :—

present at morning meal — present at both meals × — present at morning but absent at evening meal ⊘

present at evening meal — absent at morning but present at evening meal ⊘

absent at morning meal — absent at both meals ⊙

(3) The signs of attendance should invariably be written in ink.

(4) The totals for the day may be conveniently shown as $\frac{24}{20}$ where 24 persons were present at the morning and 20 persons were present at the evening meal. The number of units for the day would then be $\frac{24 + 20}{2} = 22$.

(5) When a name is struck off, a line should be drawn in ink across the blank columns for "days and meals of attendance," and the date of removal should be written in full.

(6) The register should be closed and totalled in ink directly the roll-call is finished.

FORM 24

[*See* sections 63 (4), 285 and 294]

WEEKLY BILL OF EXPENDITURE ON SCARCITY WORKS CONDUCTED BY THE REVENUE DEPARTMENT

Name and No. of work—

Village— Circle—

Taluka— District—

Date and day of week.	No. of workers mustered.	Quantity of work done each day.	Actual expenditure day by day.			Incidence of expenditure.		Remarks.
			Wages.	Other expenses.	Total.	On work done, *i.e.*, of Col. 6 on Col. 3.	On No. of units relieved, *i.e.*, of Col. 6 on Col. 2.	
1	2	3	4	5	6	7	8	9
		C.ft.	Rs. a. p.	Rs. a. p.	Rs. a. p.			
Sunday, 19th February 1922.								
Monday, 20th ,, ,,								
Tuesday, 21st ,, ,,								
Wednesday, 22nd ,, ,,								
Thursday, 23rd ,, ,,								
Friday, 24th ,, ,,								
Saturday, 25th ,, ,,								
Total ...								

Signature of Manager.

Passed for Rs. (*in words*)

Signature of Sub-treasury Officer.

NOTE.—This bill should be written up day by day as soon as the columns in the daily register have been totalled-up. It should be completed on Sunday, and the amount of the bill drawn from the Sub-treasury on Monday.

FORM 25

[*See* sections 148, 150 (*c*) and 160 (*d*)]

VILLAGE GRATUITOUS RELIEF REGISTER

Village— Taluka— Population of village (by census)—

Serial No.	Letter denoting class of recipient.	Name, and father's or husband's name.	Age.	Name of relations (if any) living.	Caste.	Date of admission to list.	Signature of officer admitting.	Date of removal from list.	Signature of officer removing.	Remarks and orders by inspecting officers.

FORM 26

[*See* sections 150 (*c*), 151 (*b*) and 160 (*d*)]

VILLAGE $\frac{\text{GRAIN}}{\text{CASH}}$ DOLE DISTRIBUTION LIST

Village— Taluka— Month— 19

Letter denoting class of recipient.	Serial No. in class.	Name, and father's or husband's name.	Dates of distribution and amounts of $\frac{\text{grain}}{\text{cash}}$ given.																													
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		Total ...																															

NOTES.—(1) The recipients should be grouped by classes according to the allowances they receive, a separate series of numbers being alloted to each class and in the case of class E to males and females also.

(2) Where distribution is not made daily, the entries should be made only on the actual dates of distribution for the actual amounts given.

(3) The columns should be totalled daily. All entries should be made in ink.

FORM 27

[*See* sections 150 (*d*), 151 (*b*) and 160 (*d*)]

VILLAGE RELIEF TICKET

Village— Name of recipient— Class— Serial number in Village Gratuitous Relief Register—

(Signature of person granting ticket)

Month.	Dates of distribution.																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

NOTES.—(1) These tickets are to be issued to persons relieved in villages by cash or grain dole, not to those fed in kitchens.

(2) The actual amount given should be entered on each date, *e.g.*, if payment or distribution is for some reason not made on the 3rd and 4th the amount given for three days should be entered on the 5th of the month.

(3) All entries should be made in ink.

FORM 28

[*See* sections 150 (*f*) and 294]

Detailed Bill for Gratuitous Village Relief in Grain

Date of last bill drawn— Grain price lbs. per rupee fixed by (*name of officer fixing price*)

Date of this bill— Village— Taluka— on 192

Date and day of week.	Number of persons relieved and amount of grain distributed each day.														Total cost for whole period of bill (in figures and words).
	Class E, males, 12 chhataks.		Class E, females, 10 chhataks.		Class F, 8 chhataks.		Class G, 6 chhataks.		Class H, 4 chhataks.		Class I, 3 chhataks.		Total.		
	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Number of persons relieved.	Amount of grain distributed.	Rs.
Sunday, *10th September* ...															
Monday, *11th* ,, ...															
&c.															
Total ...															

We certify that this bill is correct.

.... Signature of village patil.

..... ,, of village accountant.

.... ,, of one member of village committee.

I certify that I have compared the numbers charged for in this bill with the numbers entered in the Village Gratuitous Relief Register (Form 25) and the Dole Distribution List (Form 26) and found that they are correct.

Signature of grain-dealer.

Signature of Circle Inspector.

Passed for rupees (*in words*)

Signature of Sub-treasury Officer.

FORM 29

[*See* sections 151 (*d*) and 294]

DETAILED BILL FOR GRATUITOUS VILLAGE RELIEF IN CASH

Date of last bill drawn— Village— Taluka—

Date of this bill— Price-basis, lbs. per rupee.

Date and day of week.	Number of persons relieved and Amount of cash given each day.													
	Class E, males.		Class E, females.		Class F.		Class G.		Class H.		Class I.		Total.	
	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.	Number of persons relieved.	Amount of cash given.
		Pice.		Pice.		Pice.		Pice.		Pice.		Pice.		Rs. a. p.
Sunday, *10th September* ...														
Monday, *11th September, &c.*														
Total ...														

I certify that I have compared the numbers charged for in this bill with the numbers entered in Village Gratuitous Relief Register (Form 25) and the Dole Distribution List (Form 26) and found that they are correct.

Signature of Circle Inspector.

We certify that this bill is correct.

Signature of patil.
village accountant.
one member of the committee.

Passed for rupees (*in words*)

Signature of Sub-treasury Officer.

FORM 30

[*See* sections 155 (*b*-iv & *l*), 171 and 294]

WEEKLY BILL OF EXPENDITURE IN VILLAGE KITCHENS AND POOR-HOUSES

Date of last bill drawn—

Village kitchen / Poor-house at

Taluka—

Date of this bill—

Date and day of week.	Numbers relieved.				Actual expenditure of week.				Remarks.
	Men.	Women.	Children.	Total.	Diet.	Establishment.	Other items.	Total.	
					Rs.	Rs.	Rs.	Rs.	
Sunday, *10th* *April* ...									
Monday, *11th* ,, ...									
Tuesday, *12th* ,, ...									
Wednesday, *13th* ,, ...									
Thursday, *14th* ,, ...									
Friday, *15th* ,, ...									
Saturday, *16th* ,, ...									
Total ...									

Signature of Superintendent.

Passed for rupees (*in words*)

Signature of Sub-treasury Officer.

NOTES.—(1) The column for "expenditure on establishment" should be blank in form for use in poor-houses.

(2) The actual expenditure for the week should be entered in one sum, not separately for each day.

FORM 31

[*See* section 158 (i)]

VILLAGE GRATUITOUS RELIEF LEDGER

Taluka—

Number of village.	Name of village.	Population.	Numbers in receipt of gratuitous relief on the last day of the week ending								
			8th August.	*15th August.*	*22nd August.*	*&c.*					
	Total ...										

NOTES.—(1) The numbers should include all relieved in kitchens and by grain or cash dole, but not those in poor-houses.

(2) The officer who maintains the ledger should arrange to get the figures from the Sub-treasury officer who cashes the weekly bills.

(3) When a kitchen serves several villages, the names of the villages served should be bracketed together and the kitchen total *plus* any additions on account of special cash or grain dole, given opposite the bracket.

(4) The columns should be totalled up for the whole taluka week by week.

FORM 32

[*See* section 158 (ii)]

LEDGER FOR VILLAGE KITCHENS AND POOR-HOUSES

Village kitchen / Poor-house at village— Taluka—

Week ending.	Total numbers relieved on the last day of the week.	Expenditure during the week on						Incidence of expenditure.		Total number of units relieved up to date.	Total expenditure up to date.			Incidence of column 8 on column 7.
		Diet.			Total expenditure.			Column 3 on column 2.	Column 4 on column 2.					
1	2	3			4			5	6	7	8			9
		Rs.	a.	p.	Rs.	a.	p.				Rs.	a.	p.	

NOTES.—(1) One page should be opened in the ledger for each kitchen or poor-house.

(2) For the purposes of column 7 the number of units in any week will be obtained by multiplying the total of the number relieved on the last day of the week by seven.

(3) The officer who maintains the ledger should arrange to get the figures from the Sub-treasury officer who cashes the bills.

FORM 33

[*See* section 158 (iii)]

LEDGER OF PRICES CHARGED FOR GRAIN SUPPLIED FOR VILLAGE GRATUITOUS RELIEF

Taluka—

Serial No.	Name of village kitchen or poor-house.	Price (in lbs. per rupee) charged for staple grain in bills for week ending											
		8th August.	15th August.	22nd August.	&c.								

NOTES.—(1) The officer who maintains the ledger should arrange to get the figures from the Sub-treasury officer who cashes the bills.

(2) Prices should be recorded for each village in which grain dole is given, as well as for each village kitchen and poor-house.

FORM 34

[*See* sections 158 (*b*) and 202]

Register of Casual Relief

Name of disbursing officer— Designation—

Serial No.	Date.	Name and residence (if ascertainable) of person relieved.	Particulars of relief given.	Cost of relief given.			Disposal of person relieved.
				Rs.	a.	p.	

Note.—This register is to be kept by police and any other disbursing officer who gives casual relief.

FORM 35

[*See* sections 158 (*b*) and 294]

Bill for Casual Relief

Date of last bill— Date of this bill—

Date.	Number of persons relieved.				Expenditure.
	Men.	Women.	Children.	Total.	
					Rs. a. p.

Signature of disbursing officer.

Passed for rupees (*in words*)

Signature of Sub-treasury Officer.

FORM 36

[*See* sections 183 (*b*) and 184 (*d*)]

Register of Orphans relieved in Orphanages

Orphanage at village Taluka

Serial number of child in register.	Name and designation of officer issuing admission ticket.	Date of admission to orphanage.	Age on admission.	Sex.	Caste.	Name of child.	Name of father or mother or relation hitherto supporting the child.	Village.	Date of removal from register.	Cause of removal from register.	Name and address of the institution or person to whom the child was sent.	Conditions (if any) on which the child was sent.
1	2	3	4	5	6	7	8	9	10	11	12	13

FORM 37

[*See* section 205 (*l*)]

Monthly Statement of Patients treated in hospitals attached to relief works

	(Name of District.)							
	On relief works.					In Poor-houses.		Total deaths in relief works camps and poor-houses.
	Total number of patients treated in hospitals.		Number of deaths.			Total number of patients treated.	Number of deaths.	
	Indoor.	Outdoor.	In camps.	In hospitals.	Total.			
Cholera ...								
Dysentery ...								
Diarrhœa ...								
Fever ...								
Small-pox ...								
Itch ...								
Ulcer ...								
Emaciation ...								
Child-birth ...								
Pregnant women ...								
Miscellaneous ...								
Total ...								

Note.—The statement should be made out for districts and collated both for divisions and for the whole Presidency.

FORM 38

[*See* section 219 (*a*)]

NOMINAL REGISTER OF $\frac{\text{INDOOR}}{\text{OUTDOOR}}$ PATIENTS IN HOSPITALS

Relief work hospital at— Taluka— District—

Date of admission.	Serial number.	Name.	Sex.	Age.	Caste.	Residence.	Disease.	Date of discharge.	Number of patients.				Remarks.
									Discharged.		Died.	Absented.	
									Cured.	Relieved.			

NOTE.—Separate registers should be kept for indoor and outdoor patients.

FORM 39

[*See* section 219 (*b*)]

DAILY RETURN OF RATIONS IN HOSPITALS

Relief work hospital at— Taluka— District—

Date.	Number of indoor Patients in the Hospital.					Number of Hospital rations prescribed.			Extras prescribed.			Initials of the Medical Officer.
	Men.	Women.	Children, 7—12.	Children, under 7.	Total.	Ordinary diet.	Milk diet.	Conji diet.				

FORM 40

[*See* section 219(*e*)]

WEEKLY DIARY OF MEDICAL OFFICERS

Relief work hospital at— Taluka— District—

Week ending Friday midnight 192

Date.	Notes of work and inspection done.	Remarks by the District Medical Officer.

FORM 41

[*See* section 219 (*f*)]

Weekly Return of Patients in Relief Works Hospitals

Name of work— Taluka— District— Week ending Friday midnight the 192

	Cholera.	Dysentery.	Diarrhœa.	Fever.	Small-pox.	Itch.	Ulcers.	Emaciation.	Child-birth.	Pregnancy.	Miscellaneous.	Total.
In-patients only: Men ... 1. Remaining from last week.												
2. Admitted during week ...												
3. Remaining in hospital ...												
Women ... 1. Remaining from last week.												
2. Admitted during week ...												
3. Remaining in hospital ..												
Children over 7 years. 1. Remaining from last week.												
2. Admitted during week ...												
3. Remaining in hospital ..												
Children under 7 years. 1. Remaining from last week.												
2. Admitted during week ...												
3. Remaining in hospital ...												
Total remaining in hospital ...												
* Out-patients treated ...												

Details of removals from hospital during the week.	Nos.			
Discharged ...			Deaths in Camp.	
Absented ...				
Sent to poor-house ...				
	Adults	Children.	Adults	Children.
Deaths from Cholera ...				
Do. Dysentery ..				
Do. Diarrhœa ..				
Do. Fever ...				
Do. Small-pox ...				
Do. Itch ...				
Do. Ulcers ...				
Do. Emaciation .				
Do. Child-birth ...				
Do. Miscellaneous ..				
Total Deaths ...				

Total remained from last week ...

" admitted during week { Under a week in camp / Over a week in camp .

" discharged do. ...

" died do. ... { Under a week in camp. / Over a week in camp...

" remaining in hospital ...

Date

Forwarded to

Note below—

Still-born

Deaths among newly born

Signature of Medical Officer.

*Out-patients to be shown only in this column.

NOTES.—(1) The principal causes of sickness amongst out-patients should be mentioned.

(2) In any case of death from emaciation or starvation, a brief note of each case should be given either here or in the weekly diary showing the cause, the time the dead person had been in camp, the date of coming to hospital and date of death.

FORM 42 (*See* section 239)

District—

APPLICATION FOR GRANTS FOR FAMINE RELIEF EXPENDITURE

	Expenditure to end of quarter ending. 2	Estimated expenditure of quarter ending. 3	Estimated expenditure of quarter ending. 4	Total. 5	Grants sanctioned. No. and date of last Government order or Commissioner's letter of allotment. 6	Amount. 7	Further amount now required. 8	Remarks. 9
I.—Salaries and Establishment—								
Pay of Officers .. (1) Relief Mamlatdars ...								
(2) Pay and allowance to Special Relief Officers—Voted ...								
(3) Do. do. Non-voted .								
Total ...								
Pay of Establishment (1) Storekeepers, clerks and other superior establishments ..								
(2) Inferior establishment								
Total ..								
Allowances .. (1) Cost of passages granted under the Superior Civil Service Rules, 1924.								
(2) Travelling allowance—Voted								
(3) Do. Non-voted .								
(4) House rent and other allowances—Voted .								
(5) Do. Non-voted								
Total .								
Contingencies ... (1) Supplies and services ..								
(2) Contingencies ...								
Total .								
Total, minor head .								
II.—Relief Works managed by the Revenue Department—								
(*a*) Communications. (1) Wages of labour ...								
(2) Other expenditure ...								
(*b*) Irrigation Works. (1) Wages of labour .								
(2) Other expenditure .								
(*c*) Other works ... (1) Wages of labour .								
(2) Other expenditure ...								
Total ..								
Total, minor head ..								
III.—Relief Works in charge of the P. W. D. .								
IV.—Relief to people employed otherwise than on relief works .								
V.—Gratuitous Relief—								
(*a*) Given in Government Institutions—								
1. Poor-houses—								
Diet ..								
Other expenditure ...								
2. Kitchens—								
Diet ...								
Other expenditure ...								
(*b*) Given at the houses of the people ...								
(*c*) Given in other ways ..								
Total, minor head ...								
VI.—Miscellaneous—								
1. Grants to Local Boards and Municipalities for Relief Works.								
2. Advances to Local Boards and Municipalities for Relief Works.								
3. Measures for the protection of cattle—								
(*a*) Grass operations ..								
(*b*) Cattle camps ...								
(*c*) Cactus operations ...								
4. Advances for aided private works .								
5. Advances to artisans ..								
6. Water-supply ...								
7. Other expenditure ...								
Total, minor head ...								

FORM 43

(*See* section 242)

Commissioner's Register of Famine Relief Allotments and Expenditure met therefrom

Authority.	District. 2	Total.	Allotment to Commissioner by Government.	Balance available of Government allotment.	Remarks.
1		3	4	5	6
	Allotments for expenditure during _____				
G. R. No. , dated ...					
Commissioner's No. , dated ...					
Total allotments ...					
Expenditure as per quarterly statement ...					
	Allotments of expenditure during _____				

FORM 44

[*See* section 243]

Monthly Return of Expenditure on Scarcity and Famine Relief

District— Month—

Item of expenditure.	Expenditure sanctioned up to date for 192 -192 .	Expenditure actually incurred. Up to the end of 192 .			From April to			For 192 .			Total, 192 -192 .			Grand Total.			Number and date of the order of Government, if the expenditure has been sanctioned by Government.	If the expenditure has not been sanctioned by Government, under what authority incurred.	Remarks.
	Rs.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.			
I.—Salaries and Establishment—																			
Pay of Officers—																			
(1) Relief Mamlatdars ...																			
(2) Pay and allowance to Special Relief Officers—Voted.																			
(3) Do. do. —Non-voted...																			
Total ...																			
Pay of Establishment—																			
(1) Storekeepers, clerks and other superior establishments.																			
(2) Inferior establishment ...																			
Total ..																			
Allowances—																			
(1) Cost of passages granted under the Superior Civil Service Rules, 1924.																			
(2) Travelling allowance—Voted ...																			
(3) Do. Non-voted ...																			
(4) House-rent and other allowances—Voted.																			
(5) Do. —Non-voted.																			
Total ...																			
Contingencies—																			
(1) Supplies and Services ...																			
(2) Contingencies																			
Total ...																			
Total, minor head ..																			
II.—Relief works managed by the Revenue Department—																			
(a) Communications—																			
(1) Wages of labour ..																			
(2) Other expenditure																			
(b) Irrigation Works—																			
(1) Wages of labour ...																			
(2) Other expenditure ...																			
(c) Other Works—																			
(1) Wages of labour ..																			
(2) Other expenditure ...																			
III.—Relief Works in charge of the P. W. D.																			
Total, minor head ...																			
IV.—Relief to people employed otherwise than on relief works.																			
V.—Gratuitous Relief—																			
(a) Given in Goverment Institutions—																			
(1) Poor houses—																			
Diet ...																			
Other expenditure ..																			
(2) Kitchens—																			
Diet ...																			
Other expenditure ...																			
(b) Given at the houses of the people ...																			
(c) Given in other ways ...																			
Total, minor head ...																			
VI.—Miscellaneous—																			
1. Grants to Local Boards and Municipalities for Relief Works.																			
2. Advances to Local Boards and Municipalities for Relief Works.																			
3. Measures for the protection of cattle—																			
(a) Grass operations ...																			
(b) Cattle camps ...																			
(c) Cactus operations ..																			
4. Advances for aided private works ...																			
5. Advances to artisans ...																			
6. Water-supply ...																			
7. Other expenditure ...																			
Total, minor head ...																			

NOTE.—The statement should include all expenditure actually incurred, whether with, or in anticipation of, Government sanction.

FORM 45

(*See* section 244)

Register of Indirect Famine Charges

Office of—

Month.	Bill No.	Particulars.	Salaries and Establishment.	Travelling and other allowances.	Supplies and services.	Contingencies.	Total.

Gain of revenue—

Loss of revenue—

Suspensions of revenue—

Signature of Head of Office.

FORM 46

[*See* section 267 (*a*)]

RETURN OF RECEIPTS ON RELIEF WORKS IN CHARGE OF PUBLIC WORKS DEPARTMENT OFFICERS

Public Works Division—

Revenue District—

Month—

Description of item. 1	Amount. 2			Remarks. 3
	Rs.	a.	p.	
(*a*) Paid into treasury—				
(*b*) Shown in cashbooks of officers in charge of relief works, but not paid into treasury—				
Total (*words*) ...				

NOTE.—The object and nature of the trasanctions falling under the two items (*a*) and (*b*) in column 1 of the form, may be explained in notes printed on the form.

FORM 47

[*See* section 267 (*b*)]

Return of Expenditure on Relief Works in charge of Public Works Department Officers

Public Works Division—
Revenue District—
Month—

Head of expenditure.	Works.												Gratuitous relief (including rest allowances, &c.).			Total.			Remarks.
	Wages of workers.			Work establishment.			Shelter.			Miscellaneous expenditure.									
1	2			3			4			5			6			7			8
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	
Major head—43-A—Famine Relief																			
Minor head—Relief Works																			
Detailed heads: A.—Communications—																			
1. Earthwork on roads ...																			
2. Stone metal collection ...																			
3. Kankar collection ...																			
B.—Irrigation works—																			
1. Earthwork in canals																			
2. Irrigation tanks																			
3. Irrigation embankments																			
C.—Other works																			
Total ...																			

Total Rs. (*in words*)

Certified that the accounts of expenditure included in this return have been examined with reference to the returns separately received of relief afforded and work done and to the instructions contained in the Famine Code.

Certified also that the rules as to accounts and vouchers have been generally complied with and that all irregularities and defects which have come to light have either been brought to the notice of the officers concerned, or separately condoned by me under the powers vested in me, or reported for orders.

Dated 192

Executive Engineer.

FORM 48

(*See* section 271)

RETURN OF EXPENDITURE FROM FAMINE ALLOTMENTS NOT DEBITABLE TO "43—FAMINE RELIEF"

Public Works Division—

Month—

Description of Item. 1	Amount. 2			Remarks. 3
	Rs.	a.	p.	
Total (*words*) ...				

Dated 192 .

Executive Engineer.

NOTE.—In the case of a payment on account of salary the gross amount will be shown in the money column and deduction will be shown in detail in the remarks column of the return.

FORM 49

(*See* section 273)

MONTHLY STATEMENT OF TOOLS ON WORKS IN CHARGE OF PUBLIC WORKS DEPARTMENT OFFICERS

District— Charge No. Name of charge— Description of Works—

	Details of transactions.										
	Balance in hand at beginning of month ...										
	Receipts during month ...										
	Total Receipts ...										
Decrease during month.	Lost ...										
	Rendered unserviceable ...										
	Tools transferred to another charge or returned to the Sub-Divisional Office.										
	Total ...										
Balance in hand at end of month.	On Works ..										
	In store .										
	Total ...										

(Signature of Storekeeper.) (Signature of Officer in charge.)

FORM 50

(*See* section 274)

REGISTER OF WORKS UNDER THE PUBLIC WORKS DEPARTMENT OFFICERS

Name of Work—

Estimate : Amount— Authority—

For week ending.	Works.												Gratuitous relief (including rest allowances, &c.).			Total expenditure.			Quantity of work done.	Rate.
	Wages of workers.			Works establishment.			Shelter.			Miscellaneous expenditure.										
1	2			3			4			5			6			7			8	9
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.	Rs	a.	p.	Rs.	a.	p.		

FORM 51

(*See* sections 155 and 293)

STOCK-REGISTER OF FURNITURE, TOOLS, PLANT, &c., ON SCARCITY WORKS IN CHARGE OF THE REVENUE DEPARTMENT POOR-HOUSES AND STATE KITCHENS

Date of purchase.	Particulars of articles purchased.	Number of articles.	Cost price.			When sold by public auction.	Number of articles sold.	Sale proceeds realized.			When credited to Government.	Remarks.
			Rs.	a.	p.			Rs.	a.	p.		

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FORM 51

(*See* sections 155 and 293)

STOCK-REGISTER OF FURNITURE, TOOLS, PLANT, &c., ON SCARCITY WORKS IN CHARGE OF THE REVENUE DEPARTMENT POOR-HOUSES AND STATE KITCHENS

Date of purchase.	Particulars of articles purchased.	Number of articles.	Cost price.			When sold by public auction.	Number of articles sold.	Sale proceeds realized.			When credited to Government.	Remarks.
			Rs.	a.	p.			Rs.	a.	p.		

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